



CHANGE OF USE REQUIREMENTS

When a change of use of a building is necessary, the building is subject to review under current Building Code requirements for the proposed new use. Changing the use of a building requires a building permit and Certificate of Occupancy for the new use. We require that the owner provide us with three (3) complete sets of plans for approval for a building permit; if parking lot changes are involved, or three (3) complete sets if also a building department change of use, fifteen (15) additional site plans are required. The plans to scale will include as a minimum:

- site plans
- floor plans
- typical wall sections
- elevations
- a description of the heating system
- list of floor loadings and roof loading

The following information, extracted from the Zoning Code of the required items, should be shown on a required site plan:

1. Names of applicant, architect, engineer, and contractor with their respective addresses and phone numbers.
2. Street address of the subject property, the exact distance and direction to the nearest street intersection, and any other landmarks which would assist in locating and identifying the property.
3. Present zoning, existing use and proposed use.
4. North arrow.
5. Scale of drawing, using a suitable standard scale.
6. Dimensions and location of:
 - a. Property lines on all sides
 - b. All setback lines
 - c. Existing buildings
 - d. Dumpsters
 - e. Curb cuts
 - f. Existing alleys, streets, and service or frontage roads
7. Parcel area in square feet.
8. Building area in square feet and by separate uses.
9. Dimensions and location of existing and proposed off-street parking and loading facilities, including but not limited to aisles, driveways, individual parking and loading stalls, entrances, exits, median strips, traffic islands, lighting, screening, fences, interior landscaping and landscaping in the setback area.
10. Number of parking spaces and loading spaces, as required by this Zoning Code.
11. Number and type of new parking spaces (such as spaces for the handicapped and for standard or small cars) and loading spaces provided.
12. Number of existing parking spaces and loading spaces.
13. Existing and proposed traffic circulation pattern.
14. Additional data or information which the applicant or Building and Development Services deems necessary for proper consideration of the application.
15. Signature of the applicant attesting to the truth and exactness of all information included in the application and site plan. When these plans are submitted, they will be treated like any other submission of plans for permit approval.
16. "E" size plot map at 1":50' (1 inch to 50 feet) with all data layers and tax map label. This map can be obtained from the County Auditor's Office, 373 S. High Street, 20th Floor.